



ADU – ZBA Application Process

Prior to submitting an application, please contact:

- Daphne Collins, Zoning Specialist, dcollins@needhamma.gov 781-455-7550, ext 261; and

To apply for an ADU you will need to do and submit the following:

- certify that the Building Inspector has been consulted prior to submitting an application;
- a completed ZBA Application;
- a completed ADU Application;
- an interior layout of the Principal Dwelling Unit and the proposed ADU;
- if the ADU results in changes to the exterior, exterior elevations;
- photos of the exterior of the Principal Dwelling Unit;
- plot plan of the existing and proposed conditions;
- \$200 application fee. The check payable to the Town of Needham. The check holder's name, address, and phone number to appear on the check. In the memo section of the check write: "ZBA fee" and the address of the project.
- 7 copies of the completed ZBA and ADU Applications, required materials, application fee submitted to the Needham Town Clerk's Office, Needham Town Hall, 1471 Highland Avenue, Needham, MA 02492. (Additional copies may be required determined by the ZBA on a case by case basis).
- an electronic copy of the application and all required materials to dcollins@needhamma.gov

The ZBA will:

- prepare a Legal Notice to run twice in the Needham Times. The Times will bill you directly. Make sure you provide a billing address, email and phone number;
- place a Notice on the Town Calendar and will notify by mail your abutters. On a case by case basis, the ZBA may determine and task you with notifying the abutters. If tasked, instructions will be provided.

If you have any questions, feel free to contact Daphne Collins at 781-455-7550, ext 261, dcollins@needhamma.gov